

Attachment 1

From: SOSHelp [<mailto:soshelp@dhfs.state.wi.us>]

Sent: Tuesday, February 28, 2006 1:52 PM

To: County HSRS Contacts [e-mail addresses were removed for brevity]

Subject: HSRS AODA Full Client Print Changes

We have implemented changes to the full client print for the AODA Module. Please be aware that you will see 4 new fields showing up for this module. The first two are in the registration section and are titled Living Arrangement and Arrests. The second two appear as a second line for each SPC and are titled Closing Living Arrangement and Closing Arrests.

These new fields have been mandated by the Federal government and will be phased in on a reporting unit by reporting unit basis beginning late summer or early fall *[note change in Attachment 2]*. The schedule has not yet been determined *[note change in Attachment 2]*. At that point the AODA Module Screens will be changed to have the new fields included as well. Each agency will be notified when they will be required to start collecting the new data.

Because of other workload issues it became necessary to change the full client print format now, ahead of the implementation of collection of the new data. For now you may just ignore the new fields.

Should you have any further questions you may call the SOS Desk. Thank you.

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HSRS SOS Desk
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Attachment 2

From: SOSHelp [<mailto:soshelp@dhfs.state.wi.us>]

Sent: Wednesday, April 5, 2006 7:58 AM

To: County HSRS Contacts [e-mail addresses were removed for brevity]

Subject: HSRS AODA Module Changes Effective 10-1-2006

The changes listed below will be made to the HSRS AODA Module beginning with any data reported on 10-01-2006, whether you report online or through the File Transfer System (FTS). For those counties reporting via the FTS, please review the new layout document attached to this e-mail. These elements have been requested by the Federal Government and will therefore be mandatory. After the implementation date, no record will be able to be processed that does not include the new data. A Division of Disability and Elder Services info memo will be going out soon with additional instructions.

New Data Elements:

1. Number of Arrests 30 days prior to admission - This data element will be a numeric value between 00 and 96. It will be collected on Screen A3 at the time of registration. It must be present on all New Screen A3 transactions beginning with the effective date. Existing cases may be updated without this information.

2. Living Situation at admission - This data element must be one of the values listed below. It will be collected on Screen A3 at the time of registration. It must be present on all New Screen A3 transactions beginning with the effective date. Existing cases may be updated without this information.

- 01 - Street, shelter, no fixed address, homeless
- 02 - Adults, private residence or household; living alone or with others w/out supervision; includes persons age 18 and older living with parents
- 03 - Supported or semi-supervised residence
- 04 - Specialized facility w/ on-site supervision
- 05 - Other institution
- 06 - Jail or correctional facility
- 07 - Children under age 18 living with parents

3. Number of Arrests 30 days prior to discharge - This data element will be a numeric value between 00 and 96. It will be collected at the point of closure for each SPC. It must be present in order to close an SPC beginning with the effective date, even if the SPC was opened prior to the effective date.

4. Living Situation at discharge - This data element must be one of the values listed in #2 above. It will be collected at the point of closure for each SPC. It must be present in order to close an SPC beginning with the effective date, even if the SPC was opened prior to the effective date.

Changes to existing data elements:

1. Employment Status at Admission (field 16), new values

- 1 - employed full-time
- 2 - employed part time
- 3 - unemployed looking for work
- 4 - unemployed not looking for work
- 5 - not in the labor force - homemaker
- 6 - not in the labor force - student
- 7 - not in the labor force - retired
- 8 - not in the labor force - disabled
- 9 - not in the labor force - inmate of jail, prison, or other institution

2. Employment Status at Discharge (field 36), new values

- 1 - employed full-time
- 2 - employed part time
- 3 - unemployed looking for work
- 4 - unemployed not looking for work
- 5 - not in the labor force - homemaker
- 6 - not in the labor force - student
- 7 - not in the labor force - retired
- 8 - not in the labor force - disabled
- 9 - not in the labor force - inmate of jail, prison, or other institution

You may have noticed that the Full Client Print feature for the AODA Module already displays the new fields. That change was necessary because of workload issues. The Handbook and deskcards will not be updated until 2007. New forms will be available in late summer.

Should you have any questions, you may contact the SOS Desk.

Thank you.

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HSRS SOS Desk

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